

Minutes of the Departmental meeting held in the chamber of HOD on dated 14/01/2016 at 12.30 P.M.

The following faculty members were present:-

1. Prof. B. S. Rai
2. Sri G. S. Tripathi
3. Dr. R.K. Chauhan
4. Sri. Rajan Mishra
5. Sri Gangandeep Bharti
6. Dr. Sudhanshu Verma
7. Sri R.D. Pandey
8. Sri Vimal Kumar Mishra
9. Sri Arvind Kumar Pandey
10. Sri Yatindra Gaurav
11. Sri Chandan
12. Miss Ritambhra Mishra
13. Mrs Pooja Lohia
14. Mrs Priyanka
15. Miss Savita Singh
16. Miss Srishti Singh
17. Sri. Prabodh Kumar

The following matters were discussed

1. It was decided that all the O.Cs of various Labs will submit their Lab development proposal latest by 18/01/2016.
2. The three members committee (Sri Rajan Mishra, Sri Gagandeep Bharti & Dr. Sudhanshu Verma) was constituted to prepare a report on Texas Instrumentation proposal latest by 20/01/2016.
3. All the faculty members were requested to submit their course file and the tutorial sheets of (Odd & Even semester) in soft & hard copy latest by 21/01/2016.
4. The departmental O.C. Library Sri Gagandeep Bharti was also requested to send the additional requirement of text books/reference books for B.Tech. 2nd year (ECE) latest by 22/01/2016 and prepare the requirement for B.Tech. 3rd year (ECE)
5. The department has decided to take the approval for exemption of registration fee of those students (M.Tech./Research Scholars) whose papers are accepted in conference to be organized by our department (RACEM-2016) in the month of March-2016.
6. The discussion regarding the completion of syllabus was held in the meeting. It was found that Unit-I of all the subjects has been completed by the faculty members.

Meeting ended with thanks to the chair.

(G. S. Tripathi)
Head

